

# Conference Hotels and Facilities

April 2, 2004

1. For group functions, agencies must submit to the State Travel Office a completed State of Utah Travel Quotation Bid Sheet with the signatures of the department head and the budget officer. This form, FI 58, is available on the Finance Web site at [www.finance.utah.gov/forms](http://www.finance.utah.gov/forms).
2. Unless otherwise noted, these hotels honor the state per diem rates for meals.
3. Hotels denoted with an asterisk may or may not work with the state per diem meal rate. This will depend upon availability.
4. Prices on meeting rooms vary, depending on the number of sleeping rooms reserved, the number of people attending the meeting, the number of meals ordered, and the amount of meeting space required. Agencies will need to call hotels individually to obtain the rates.
5. When calling to make reservations, ask to speak to the state government sales manager. Be sure to state that you represent a state agency and that you need to stay within per diem.

For more information on policies relating to the per diem for group functions, refer to the following State of Utah accounting policies:

- FIACCT 04.11.00, Purchasing – Group Gatherings – Overview
- FIACCT 04.11.01, Purchasing – Group Gatherings – Conferences
- FIACCT 04.11.02, Purchasing – Group Gatherings – Training Sessions
- FIACCT 04.11.03, Purchasing – Group Gatherings – Retreats/Service Awards

**Accommodations at the hotels listed here are valid based on availability only.** This is only a suggested list. If you have further suggestions for facilities to add to this list, please contact Nicole Naylor at [nnaylor@utah.gov](mailto:nnaylor@utah.gov).

## Salt Lake City Downtown Area

### Small groups

Chase Suites Hotel, 765 East 400 South (801-532-5511)

1 small meeting room. Free parking. Catering available, or bring your own food.

Courtyard, 130 West 400 South (801-531-6000)

2 meeting rooms, one 360 sq. ft., and the other 960 sq. ft. Free parking.

Crystal Inn, 230 West 500 South (801-328-4466)

3 conference rooms. One is 1500 sq. ft., another 750 sq ft, and a boardroom will accommodate 12 people. Free parking.

Hampton Inn, 425 South 300 West (801-741-1110)

Total meeting space of 2,000 sq. ft. Free parking.

Ramada Inn, 230 West 600 South (801-364-5200)

3 meeting rooms totaling 2,500 sq. ft. Free parking.

### **Small to large groups**

Best Western Garden Inn, 154 West 600 South (801-521-2930)

5 meeting rooms totaling 6,967 sq. ft. Free parking.

Embassy Suites, 110 West 600 South (801-359-7800)

Total meeting space of 3,000 sq. ft. Free parking.

Holiday Inn, 999 South Main (801-359-8600)

Total meeting space of 8,000 sq. ft. Free parking.

Red Lion Hotel, 161 West 600 South (801-521-7373)

Total meeting space of 8,800 sq. ft. Free parking.

Shilo Inn, 206 South West Temple (801-521-9500)

6 meeting rooms totaling 3,332 sq. ft. Free parking.

### **Higher End Hotels**

#### **For large groups over 175 people**

\*Hilton 255 South West Temple (801-328-2000)

15 meeting rooms totaling 21,000 sq. ft. Pay for parking.

\*Sheraton, 150 West 500 South (801-401-2000)

23 meeting rooms totaling 32,003 sq. ft. Pay for parking.

\*University Park Marriott, 480 Wakara Way (801-581-1000)

10 meeting rooms totaling 10,200 sq. ft. Free parking.

\*Wyndham Hotel, 215 West South Temple (801-531-7500)

17 meeting rooms totaling 15,000 sq. ft. Pay for parking.

**\* These hotels may or may not work with the state per diem meal rate. This will depend upon availability.**

### **Airport Hotels**

#### **Small to medium groups**

Airport Comfort Inn, 200 North Admiral Byrd Road (801-746-5200)

3 meeting rooms totaling 2,000 sq. ft. Free parking. Catering available.

Radisson, 2177 West North Temple (801-364-5800)

1 meeting room. Can accommodate small to medium groups. Free parking.

Ramada Limited, 315 North Admiral Byrd Road (801-539-5005)

2 meeting rooms totaling 696 sq. ft.

#### **Average to large groups**

Airport Hilton, 5151 Wiley Post Way (801-539-1515)

12 meeting rooms totaling 12,000 sq. ft. Free parking. Free 24-hour airport shuttle.

Holiday Inn (North Temple), 1659 West North Temple (801-533-9000)  
Meeting rooms totaling 3,000 sq. ft. Free parking.

Holiday Inn & Suites, 5575 West Amelia Earhart Drive (801-537-7020)  
Meeting rooms totaling 3,025 sq. ft. Free parking.

Sheraton Airport, 307 North Admiral Byrd Road (801-530-0088)  
Can accommodate large groups.

## **Other Areas in the Salt Lake Valley**

### **Small to medium groups**

Best Western Cottontree Inn, 10695 South Auto Mall Drive, Sandy (801-523-8484)  
3 meeting rooms totaling 2,300 sq. ft. Free parking.

Best Western Executive Inn, 280 West 7200 South, Midvale (801-566-4141)  
2 meeting rooms. Free parking.

Crystal Inn, 818 East Winchester Street, Murray (801-685-9300)  
2 meeting rooms totaling 2,190 sq. ft. Free parking.

Crystal Inn, 2254 West City Center Court, West Valley City (801-736-2000)  
3 meeting rooms totaling 2,500 sq. ft. Free parking.

E Center, 3200 South Decker Lake Drive, West Valley City (801-988-8800)  
9 meeting rooms totaling 24,000 sq. ft. Free parking.

Hampton Inn, 10690 South Holiday Park Drive, Sandy (801-571-0800)  
2 meeting rooms totaling 900 sq. ft. Free parking.

Residence Inn (Cottonwood), 6425 South 3000 East (801-453-0430)  
1 meeting room totaling 650 sq. ft. Free parking.

Reston Hotel, 5335 College Drive, Murray, (801-264-1054)  
1 meeting room. Free parking.

Salt Lake Community College (801-957-4076)  
Can accommodate small, medium, and large groups. Pay for parking.

## **Provo Hotels**

*The Utah County Visitors & Convention Bureau will obtain bids for meetings for free (call Ryan at 801-370-8392).*

### **Small to medium groups**

Courtyard, 1600 North Freedom Blvd. (801-373-2222)  
3 meeting rooms totaling 3,000 sq. ft. Free parking.

### **Large groups**

Provo Marriott, 101 West 100 North (801-377-4700)  
Meeting rooms totaling 28,000 sq. ft. Free parking.

## **Ogden Hotels**

*The Ogden Visitors & Convention Bureau will obtain bids for meetings for free (call Paula at 866-867-8824).*

### **Small to large groups**

Historic Ben Lomand Hotel, 2510 Washington Blvd. (801-627-1900)

9 meeting rooms. Free parking.

Ogden Eccles Conference Center, 2415 Washington Blvd. (800-337-2690)

Meeting rooms on two levels totaling 70,000 sq. ft. Also has Peery's Egyptian Theater. Pay for parking.

Ogden Marriott, 247 24<sup>th</sup> Street (801-627-1190)

14 meeting rooms totaling 16,000 sq. ft. Free parking.

## **Davis County Hotels (North Salt Lake to Layton)**

*The Davis County Visitors & Convention Bureau will obtain bids for meetings for free (call Carolyn Daniels at 888-777-9771).*

### **Small to medium groups**

Best Western Cottontree Inn, 1030 North 400 East, North Salt Lake (801-292-7666)

3 meeting rooms will each accommodate groups of 12 to 100. Free parking.

Country Inn & Suites, 999 North 500 West, Bountiful (801-292-8100)

3 meeting rooms will accommodate medium groups. Free parking.

Hampton Inn Salt Lake City North, 2393 South 800 West, Woods Cross (801-296-1211)

2 meeting rooms will each accommodate groups of 10 to 80. Free parking.

Holiday Inn Express, 1695 Woodland Park Drive, Layton (801-773-3773)

For small groups. Free parking.

Marriott Courtyard, 1803 Woodland Park Drive, Layton (801-217-2300)

4 meeting rooms will accommodate medium to large groups. Free parking.

### **Large groups**

Davis Conference Center, currently under construction in Layton, will work with agencies now to bid on group events scheduled for after the convention center opens on August 5, 2004. The conference center, which will have 16 breakout rooms and will be able to accommodate groups of over 1,000 for dinner, will have a hotel attached to it. The center will offer a complimentary high speed Internet connection and free parking. Contact Carolyn Daniels at 888-777-9771 to request bids.

## **Park City Hotels**

### **Small to medium groups**

Best Western Landmark Inn, 6560 North Landmark Drive (435-649-7300)

3 meeting rooms totaling 2,778sq ft. Free parking.

Radisson Inn, 2121 Park Avenue (435-649-5000)  
3 meeting rooms totaling 2,000 sq. ft. Free parking.

### **Large groups**

Inn at Prospector Square, 2200 Sidewinder Drive (435-649-7100)  
10 meeting rooms and a theater totaling 10,880 sq. ft. Free parking.

Park City Marriott, 1895 Sidewinder Drive (435-649-2900)  
9 meeting rooms totaling 10,000 sq. ft. Free parking.

The Yarrow, 1800 Park Avenue (435-649-7000)  
9 meeting rooms totaling 9,624 sq. ft. Free parking.

## **Other Areas**

### **Small to large groups**

Alta Peruvian Lodge, PO Box 8017, Alta (801-742-3000)  
6 meeting rooms totaling 6,500 sq ft. Free parking.

Bryce Canyon Conference Center at Ruby's Inn, Highway 63, Bryce (435-834-5341)  
6 meeting rooms totaling 5,300 sq. ft. Free parking.

Cedar Breaks, 223 Hunter Ridge Road, Brian Head (435-677-3000)  
3 meeting rooms totaling 1,800 sq. ft. Free parking.

Homestead, 700 North Homestead Drive, Midway (435-654-1102)  
11 meeting rooms totaling 8,624 sq. ft. Free parking.

## **Southern Utah Area**

### **Cedar City**

Crystal Inn, 1575 West 200 North (435-586-8888)  
6 meeting rooms totaling 2,900 sq. ft. Free parking.

Southern Utah University Hunter Conference Center, 351 West Center Street (435-586-7853)  
Meeting rooms totaling 10,750 sq. ft. Some free parking and some pay parking, depending on time of conference.

## **St. George**

### **Small to medium groups**

Best Western Abbey Inn, 1129 South Bluff Street (435-652-1234)  
2 meeting rooms totaling 1,060 sq. ft. Free parking.

Comfort Suites, 1239 South Main (435-673-7000)  
Medium-sized conference room. Free parking.

2 Lazy 2 Ranch, (435-674-2022)  
Banquet lunches or dinners only. Can seat up to 150 people banquet style.

## **Large groups**

Dixie Center, 1835 Convention Center Drive (435-628-7003)

Meeting space totaling 18,000 sq. ft. and exhibit space totaling 46,550 sq. ft. Free parking.

Crystal Inn, 1450 South Hilton Drive (435-688-7477)

5 meeting rooms totaling 3,650 sq. ft. Free parking.

Holiday Inn Resort, 850 South Bluff (435-628-4235)

11 meeting rooms totaling 6,000 sq. ft. Free parking.

Ramada Inn, 1440 East St. George Blvd. (435-628-2828)

Meeting space totaling 3,300 sq. ft. Free parking.

## **Moab**

### **Small to medium groups**

Aarchway Inn, 1551 North Highway 191 (435-259-2599)

4 meeting rooms. Free parking.

Best Western Canyonlands Inn, 16 South Main (435-259-2300)

1 meeting room. Free parking.

Moab Valley Inn, 711 South Main (435-259-4419)

4 meeting rooms totaling 4,402 sq. ft. Free parking.